



CALIFORNIA DEPARTMENT OF

Mental Health

[www.dmh.ca.gov](http://www.dmh.ca.gov)

## CONTINUOUS EXAMINATION

### OPEN SPOT FOR ATASCADERO, COALINGA, METROPOLITAN, NAPA AND PATTON STATE HOSPITALS AND SALINAS VALLEY AND VACAVILLE PSYCHIATRIC PROGRAMS

## PHYSICIAN AND SURGEON (SAFETY)

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age (40 and above), religion, marital status, national origin, ancestry, disability (mental and physical, including HIV/AIDS), medical condition (i.e., cancer or genetic characteristics), political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

#### EXAMINATION TYPE

This is an open examination for the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

#### HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

**NOTE:** All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

#### WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**ATASCADERO STATE HOSPITAL  
EMPLOYMENT OFFICE  
PO BOX 7005  
ATASCADERO, CA 93423-7001  
(805) 468-3384**

**COALINGA STATE HOSPITAL  
SELECTION SERVICES UNIT  
PO BOX 5002  
COALINGA, CA 93210  
(559) 935-4305**

**METROPOLITAN STATE HOSPITAL  
SELECTION SERVICES UNIT  
11401 SOUTH BLOOMFIELD AVENUE  
NORWALK, CA 90650  
(562) 651-3121 / TDD (800) 735-2929**

**NAPA STATE HOSPITAL  
PERSONNEL OFFICE  
2100 NAPA-VALLEJO HIGHWAY  
NAPA, CA 94558-6293  
(707) 253-5611**

**PATTON STATE HOSPITAL  
HUMAN RESOURCES-EXAM/HIRING  
3102 EAST HIGHLAND AVENUE  
PATTON, CA 92369  
(909) 425-7000 / TDD (909) 862-5730**

**SALINAS VALLEY PSYCHIATRIC PROGRAM  
SELECTION SERVICES UNIT  
PO BOX 1080  
SOLEDAD, CA 93960  
(831) 678-5500 EX. 7320**

**VACAVILLE PSYCHIATRIC PROGRAM  
SELECTION SERVICES UNIT  
PO BOX 2297  
VACAVILLE, CA 95696-2297  
(707) 449-6514**

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

PHYSICIAN AND SURGEON (SAFETY)

SB38/7552

FINAL FILLING DATE: CONTINUOUS

**EXAMINATION  
ELIGIBILITY LIMITATION**

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs within the last 12 months, you are not eligible to compete in this examination.

**FINAL FILE DATE**

**CONTINUOUS TESTING – NO APPLICATION DEADLINE.** Testing is considered continuous as examining dates may be set at anytime.

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.

**IDENTIFICATION  
REQUIRED**

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**EXAMINATION DATES**

Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.

**SALARY RANGE****Atascadero and Salinas Valley**

A 7,534 - 9,843  
B 9,126 - 11,926  
C 9,568 - 12,500  
D 9,845 - 12,863  
S 12,497 - 14,771  
T 13,191 - 15,591  
U 13,886 - 16,413  
V 14,771  
W 15,591  
Y 16,413

**Coalinga**

T 13,191 - 15,591  
U 13,886 - 16,413

**Patton**

S 12,497 - 14,771  
T 13,191 - 15,591  
U 13,886 - 16,413  
V 14,771  
W 15,591  
Y 16,413

**Metropolitan, Napa and  
Vacaville**

V 14,771  
W 15,591  
Y 16,413

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.

**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" **I**, "or" **II**, "or" **III**, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.)

**And**

Completion of an internship in an approved hospital. (Applicants serving an internship will be admitted to the examination, but they may not be appointed until they meet the other requirements stated above.)

**SPECIAL PERSONAL CHARACTERISTICS**

Willingness to work at State hospitals, or correctional facilities contracting with the Department of Mental Health for diagnostic and treatment services; demonstrated leadership ability; sympathetic and objective understanding of the problems of developmentally or mentally disordered offenders; tact; patience; and ability to handle stressful situations.

**SPECIAL PHYSICAL CHARACTERISTICS**

Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.

**DRUG TESTING REQUIREMENTS**

Applicants for positions in this class are required to pass a drug- screening test. (The drug-screening test will be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board Rule 213.)

**POSITION DESCRIPTION**

Under medical supervision, to perform assigned medical work in the Department of Developmental Services or Department of Mental Health; and to do other related work.

**POSITION LOCATION(S)**

Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs.

**EXAMINATION INFORMATION**

**This examination will consist of a Qualifications Appraisal weighted 100%.** In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the interview will be disqualified.***

**EXAMINATION SCOPE****QUALIFICATIONS APPRAISAL – WEIGHTED 100%**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

**Knowledge of:**

1. Methods and principles of general medicine and skill in their application.
2. Methods and principles of surgery and skill in their application.
3. Recent developments in general medicine and surgery.
4. Hospital organization and procedure.
5. Gross pathology and interpreting autopsy findings.
6. Psychiatric social work, physical therapy, and the various rehabilitation therapies.
7. Methods of diagnosing and treating elementary mental disorders.
8. Principles of effective supervision.
9. Directing the work of medical personnel.

**Ability to:**

1. Interpret autopsy findings.
2. Examine, diagnose, and treat physical and elementary mental disorders.
3. Interpret laboratory analyses and x-rays.
4. Direct the work of medical personnel.
5. Instruct in the principles and practices of general medicine and surgery.
6. Prepare and supervise the preparation of case histories and the keeping of hospital records.
7. Analyze situations accurately and adopt an effective course of action.

**EXAMINATION SCOPE (Continued)**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**ELIGIBLE LIST INFORMATION**

Departmental open eligible lists will be established for the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs. The eligible lists will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa

and Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs. Each hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS PREFERENCE**

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

**GENERAL INFORMATION**

**For an examination without a written feature** it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

**If a competitor's notice of oral interview** or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

**Examination and/or Employment Application (STD. 678) forms are available** at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at [www.spb.ca.gov](http://www.spb.ca.gov).

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

**The Department of Mental Health** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veterans' Preference:** California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

*TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.*

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**DEPARTMENT OF MENTAL HEALTH**

1600 9<sup>th</sup> Street, Room 121  
Sacramento, CA 95814

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From TDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922